



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ROBERT J. KLEINE
STATE TREASURER

SUBJECT: ALL L-4408 SERIES ASSESSING OFFICER'S REPORTS IN EXCEL

I have been working on a Microsoft Office Excel file to assist assessing officers in filling out the following forms;

L-4408, L-4408a, L-4408RZ, L-4408RZX, L-4408aRZ, L-4408aRZX, L-4407, L-4407a, L-4407RZ, L-4407RZX, L-4407aRZ, L-4407aRZX, L-4412, L-4414, L-4013 and L-4016 (Cities, which were using the L-4409 and L-4409a, will now be using the L-4408 and L-4408a).

This file is now complete and available for disbursement. Some of the features of this file are as follows:

- Ability to submit electronically (See important NOTE below)
- Automatic Prep option for each new year
- Data double check to help eliminate submission errors
- Menu and button click driven entry
- Various Help features

NOTE: You can now submit these forms electronically using THIS Excel file. Any other electronic submission will not be accepted. If you submit electronically, you will **not** need to submit a signed hard copy. Some assessors have already been using an Excel file received from this office as an aid to filling out forms. **Please note, you will NOT be able to submit electronically using any of the older versions of this file. Only 4408 Version 7.0 or greater will be accepted electronically.**

If you would like a copy of this file, please fill out the enclosed form and send it back to me. If you opt not to use this Excel file, you will be required to continue submitting your forms using hard copy as before.

If you have any questions, please contact Darcy Marusich at (517) 335-1218 or marusichd@michigan.gov.

Sincerely,
Darcy Marusich, Departmental Technician
Assessment and Certification Division

BEFORE YOU REQUEST FOR A VILLAGE NOTE: If you are requesting a copy of the Excel file for a Village, please communicate to the village that you will be filling out this form for them. The village will be receiving the reminder letter that these forms are due and I get a lot of calls from village personnel who don't have any idea what's going on. Also, if the village is located in more than one township within your county, you will be required to include the taxable value for the entire village and the taxable value for each township on the form. If you are not willing to do this, do not request a file for the village.

OFFICIAL USE	
REQUEST NO	
FILE PREPED	
UPDATE ADDR	
LOCAL ASSR	
EMAIL / CD	
CONF REC'D	

Request for 2006 Version of the L4408 Series Excel File

NEXT OPEN ENROLLMENT PERIOD: JULY 1 - SEPTEMBER 15

NOTE: This will be sent out to you in November on **one** CD containing a separate file for each of the local unit(s) you request. If you request this Excel file, you will not receive hard copy forms in November. Instead, you will only receive a reminder letter that the forms are due.

Microsoft Office Excel software is required to utilize this file.

Do not submit this request if you already have a request on file and nothing has changed.

☐ **NEW REQUEST**

☐ **REQUEST CORRECTION –**

Assessor Name _____

Mailing Address _____

City, State Zip _____

Day Time Phone _____

e-mail Address _____

Signature of Local Unit Assessor

Date

Request files only for local units you are responsible for.

Please send an Excel file for the following Local Unit(s):

County _____ ***Name of Local Unit (List each separately)*** _____ ***Check One*** _____

_____ Twp City Vlg

_____ Twp City Vlg

_____ Twp City Vlg

_____ Twp City Vlg

_____ Twp City Vlg

_____ Twp City Vlg

_____ Twp City Vlg

_____ Twp City Vlg

Send Request to: Assessment and Certification Division, Attn: Darcy Marusich,
PO Box 30471, Lansing, MI 48909-7971 Fax (517) 241-2621